Spotlight

MICHIGAN
Department of **Education**

May 16, 2019

Key: Reminder (previously run article)

Read by Grade Three Retention Guidelines

In 2016, the Michigan legislature passed what is now referred to as the "Read by Grade 3" (RBG3) legislation. The Michigan Department of Education has issued a memo about the Read by Grade Three Cut Scores (http://www.michigan.gov/documents/mde/RBG3_Retention_Guidelines_655260_7.pdf).

Return of Paper/Pencil M-STEP Materials Approaching Deadline

The deadline for returning all M-STEP paper/pencil materials without penalty is **Wednesday, May 22, 2019**. Detailed instructions for how to process and return test materials begin on page 55 of the Spring 2019 M-STEP Test Administration Manual, which is located on the M-STEP web page (www.michigan.gov/mstep) in the **Current Assessment Administration** section.

WIDA ACCESS and WIDA Alternate ACCESS for ELLs Accountable Students and Answer Documents Received

Accountable Students Enrolled and Demographics
Accountability and assessment reporting for the WIDA ACCESS and WIDA Alternate Access will be based on the enrollment and student demographics in the Michigan Student Data System (MSDS) on **May 23, 2019 at 5:00 PM**. Schools can verify their enrollment and student demographics from MSDS on the **Accountable Students Enrolled and Demographics** page of the OEAA Secure Site (www.michigan.gov/oeaa-secure).

The OEAA will use the fall and spring MSDS general collections (student count days) and student record maintenance (SRM) files with an "as of" date on or before **March 22, 2019**.

This is the last opportunity to update MSDS for assessment and accountability reporting for the WIDA ACCESS and WIDA Alternate ACCESS for ELLs. Student enrollment and demographics cannot be changed or appealed after May 23, 2019.

Answer Documents Received and Not Tested

From **May 17 through May 23, 2019 at 5:00 PM** schools can verify that paper/pencil answer documents and online submissions for the WIDA ACCESS and WIDA Alternate ACCESS for ELLs have been received by the scoring vendor along with other answer document data. It is important to verify answer documents received, submit issues, and submit reasons why students did not test in one or more domains directly on the OEAA Secure Site (www.michigan.gov/oeaa-secure).

This is the only opportunity to submit answer document issues and not tested reasons before assessment and accountability reporting. Issues cannot be submitted or appealed after May 23, 2019.

You can find additional information in the original article from the May 2, 2019 Spotlight.

SAT, PSAT 8/9, PSAT 10, and WorkKeys Answer Documents Received

From **May 22 through May 29, 2019 at 5:00 PM**, schools can verify that answer documents for the SAT® with Essay, ACT® WorkKeys®, PSAT™ 8/9 (grades 8 and 9), and PSAT™ 10 have been received by the scoring vendor along with other answer document data. It is important to verify answer documents received and submit issues directly on the OEAA Secure Site (www.michigan.gov/oeaa-secure) on the **Answer Documents Received and Not Tested** page.

This is the only opportunity to submit answer document issues. Issues cannot be submitted or appealed after May 29, 2019.

Schools will submit reasons why a student did not test for SAT and PSAT 8/9 (grade 8 only) **June 10 – 17, 2019**, during the M-STEP and MI-Access answer document review. ACT WorkKeys and PSAT 8/9 for grade 9 and PSAT 10 are **not** currently included in accountability therefore Not Tested reasons will be **not** be collected.

You can find additional information in the original article from the May 9, 2019 Spotlight.

2019 MI-Access Returns for FI ELA: Expressing Ideas

The Functional Independence (FI) Expressing Ideas (EI) assessment is administered exclusively as a paper/pencil test, which requires a manual scoring process. With the extension of this year's testing window, our window of time to get test results back to schools is shortened. For this reason, we are requesting schools return EI assessments as soon as possible.

It is not necessary to hold on to all completed MI-Access FI Expressing Ideas answer documents until the end of the testing window (May 31) while you are waiting for students to complete other tests or while waiting for students to complete other content areas being tested online. To facilitate an early return:

- Use one of the return FedEx air bills in your MI-Access return kit to return all completed Expressing Ideas answer documents before the remainder of the other content areas and other secure materials

- Order additional airbills in the OEAA Secure Site (www.michigan.gov/oeaa-secure) from the **Additional Material Order** page as an ancillary material.

The early return of the EI answer documents will be helpful to the scoring process and will allow us to return student score data back to you in a timely fashion.

Spotlight on Student Assessment and Accountability

MI-Access Testing Window Closing and Material Returns

The MI-Access testing window closes on **Friday, May 31, 2019**.

Paper/Pencil:

- All testing must be administered by the end of the school day **Friday, May 31, 2019**.

- Material return instructions are listed in both Test Administration Manuals found on the **Current Administration** section of the MI-Access web page (www.michigan.gov/mi-access).

- All testing materials (FI, SI, and P) must be shipped by **June 4, 2019** to avoid possible late fees.

- Schools have been provided return kits with their materials to facilitate direct returns. Check your inventory now to ensure you have the needed return materials.

- **Important Return Note:** For students assessed with Functional Independence (FI) ELA: Expressing Ideas (EI) we recommend returning these as soon as possible to allow adequate time for the manual process of scoring the student responses. It is not necessary to hold onto these tests for all other testing to be completed. The early return of the EI tests will help facilitate the timely processing of data for final reports.

Online – Functional Independence (FI):

- **Reminder:** Students taking FI ELA: Accessing Print and Using Language online must also complete the FI ELA: Expressing Ideas assessment, which is exclusively a paper/pencil assessment.

- All online testing must be completed and submitted by **4:00 PM on May 31, 2019**.

- DRC will mark all "In Progress" tests as complete and send them for scoring after 4:00 PM on May 31, 2019.

- Schools must clear the Testing Site Manager (TSM) once all testing is completed. For details on how to perform this task, see the Technology User Guide available on eDIRECT (https://mi.drcedirect.com) under **All Applications → General Directions → Documents**. Select **District Technology Coordinator** under the Audience drop-down menu.

Supported Independence (SI) and Participation (P):

Friday, May 31, 2019 at 4:00 PM is the last day to administer any MI-Access assessment and to enter all Supported Independence and Participation scores.

Here are some important items to remember for MI-Access P/SI assessments:

- **All** P/SI student scores must be entered in online answer documents by **May 31, 2019 at 4:00 PM**.

- The link to the P/SI Score Entry may be accessed:

  - on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section

  - in the Participation and Supported Independece Test Administration Manual

  - on the Welcome Page of eDIRECT (https://mi.drcedirect.com)

Student Suspension and Expulsion Data Coming Soon to Parent Dashboard

A new graph will be added to the Parent Dashboard in the coming weeks. The graph will show the number of students suspended or expelled for a selected school, similar schools, and the state. Schools will have a chance to view this information during a two-week preview period before it is made public.
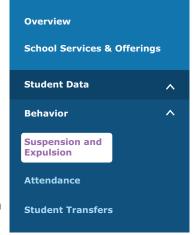
Graph Details:

- Numbers reflect the number of unique students suspended or expelled – students are only counted once in the metric, regardless of the number of discipline incidences they may have.

- Both in-school and out-of-school suspension types are included along with expulsions

- The state average reflects all charter and traditional schools, including those which reported zero suspensions and expulsions

When the preview window opens, users with MI School Data accounts may access this information by logging in to MI School Data (www.mischooldata.org) and navigating to the Parent Dashboard.

Once on a school's dashboard, click on **Student Data**, **Behavior**, and then **Suspension and Expulsion** in the left-hand menu.

Overview
School Services & Offerings
Student Data ⌃
Behavior ⌃
Suspension and Expulsion
Attendance
Student Transfers

The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) will soon announce more details regarding the preview window.

Spotlight

on Student Assessment and Accountability

College Board Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

📌 SSD Emails about MP3 Streaming and School Testing Calendar

Services for Students with Disabilities (SSD) coordinators may have received a recent email regarding the change of MP3 audio accommodations from physical flash drives to a streaming application. No action is required at this time for Spring 2020 testing. More information will be available this fall for Spring 2020 testing.

In a few weeks, SSD coordinators may also receive an email from the SSD department with end-of-the-year reminders, including updating your school's testing calendar. Although the Michigan Department of Education (MDE) is providing the SAT to your students on a school day, some students may also choose to register for a national administration of the SAT at their own expense. For national testing, most students will test in a weekend test center. These test centers are normally housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations, including extra breaks, use of a calculator, and more, can be provided in a weekend test center. However, students who have certain accommodations, such as 100% extended time, MP3 audio, assistive technology–compatible (ATC),

braille, or large font greater than 20 point, will test in their school due to their special testing needs. This is referred to as "school-based testing." This means your school, even if you have not signed up to be a national test center, may have students looking to test there. The primary SSD coordinator of a school serves as the contact for the College Board and students who require school-based testing.

To support this process, we ask that each primary SSD coordinator fill out their SSD School Testing Calendar online, which is accessible on the SSD Online Dashboard (https://accommodations.collegeboard.org/ssd-online). It allows you to notify us if there are administrations for which you will not be able to provide school-based testing for students. Therefore, the testing calendar in SSD Online is for SAT only. For schools only testing PSAT, this can be updated, but note it **is not related to state testing in anyway**.

The decision to support this administration is completely at the discretion of the school. Neither the College Board nor the MDE requires you to participate, nor does it have an impact on the state-provided spring testing. To see the students at your school who have registered for a national administration, the SSD coordinator can log in to the SSD Online system. If you decide not to support the national testing for your students who need it, College Board will work with students directly to find another available school in the area.

Score Release

See the May 9, 2019 Spotlight (www.michigan.gov./mde-spotlight) for dates and information on score release for students and educators for the SAT with Essay, PSAT 10, and PSAT 8/9.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Verification of Answer Documents Received and Not Tested Students

The Michigan Department of Education's (MDE) answer document verification process on the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is **May 22 - 29, 2019**. Refer to the **SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received** article on page 2 of the May 9, 2019 Spotlight (www.michigan.gov/mde-spotlight) for more information.

Score Reports and National Career Readiness Certificates

School and student-level paper reports will be mailed to the test coordinator and are due to arrive no later than **August 9, 2019**. Refer to the May 2, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for more information about the reports you'll receive, the ACT WorkKeys National Career Readiness Certificates®, and student's access to myworkkeys.com.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Friday, May 17, 2019
- Supports and Accommodations Differences Survey **Closes**

- **Deadline** to administer paper/pencil **M-STEP** assessments (grades 3, 4, 6, and 7)

Wednesday, May 22, 2019
- **M-STEP** grades 3, 4, 6, and 7 Return of Materials **DEADLINE**

Thursday, May 23, 2019
- **WIDA ACCESS and Alternate ACCESS** Accountable Students Enrolled and Demographics window **CLOSES**

Coming Next Week . . .

May 17 – 23, 2019
- **WIDA** Submitted Issues for Answer Documents, Answer Documents Received, and Students Not Tested

May 2019

MI-Access

Now – May 28, 2019 at noon
- **MI-Access** Additional Materials Order window for standard and accommodated materials

Now – May 31, 2019
- **MI-Access** Testing window – all grades

M-STEP

Now – May 31, 2019
- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7

Early Literacy and Mathematics

Now – May 31, 2019
- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing window

M-STEP, MI-Access, Early Literacy and Mathematics

Now – May 30, 2019:
- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access,** and **Early Literacy and Mathematics Benchmark Assessments**

M-STEP, MI-Access, SAT, and PSAT 8/9

Now - June 17, 2019
- Accountable Students Enrolled and Demographics window for the **Spring 2019 Test Period** (i.e. **M-STEP, MI-Access, SAT, PSAT 8/9**)

M-STEP, SAT, WorkKeys, PSAT 8/9, and PSAT 10

May 22 - May 29, 2019
- Answer Document Verification Window for **SAT, WorkKeys, PSAT 8/9, and PSAT 10**

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), Test Management System (TSM), eDIRECT, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)
8	for all other questions

Email

For assessment questions:
mde-oeaa@michigan.gov

For accountability questions:
MDE-Accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:
(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues